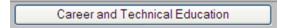
- 1) Log in to the Iowa Department of Education secure site (edinfo.state.ia.us)
- 2) Select "Career and Technical Education" button from the reports list.



3) Select Section 3 – Note the Due Date for completing this section.

Sections highlighted in red are not complete. Form Status **Due Date** Section 1: Not complete 9/1/2012 Update Program of Study Linkage Section 2: 1/31/2012 Approved on 1/27/2012 11:18:30 AM Update/approve Courses in Program Section 3: Not complete 6/15/2012 Update/approve Students in Program Section 4: Not complete 7/31/2012 Update Secondary State Assistance Financial Not complete 6/15/2012 Confirm Next Year's Programs

4) Enter the contact information for the main person responsible for completing this section, then select the "Update Contact" button. This information will be used by Department CTE consultants if questions arise about the district's submission and for developing a contact list for future notifications. To begin review of the students in a given program, select one of the blue links located to the right of the program name.



Enter information for each student in each program by clicking on the number in the "Enrolled" column.

Choose school in dropdown and click "Select" to see counts of students for that school. 0000 AGWSR Comm School District 💟 Select

CIP Title	CIP Code	Enrolled	Concentrator	Concentrator Evaluated for Technical Skill Proficiency	Technical Skill Proficient	Completer	Single Parent	Career Ed Student Organizations
AGRICULTURE	0101000000	<u>100</u>	<u>36</u>	<u>18</u>	<u>18</u>	<u>0</u>	<u>0</u>	<u>0</u>
DRAFTING AND DESIGN	151300000	<u>79</u>	<u>13</u>	<u>4</u>	4	<u>1</u>	<u>0</u>	<u>0</u>
FAMILY AND CONSUMER SCIENCES	1901000000	<u>125</u>	<u>34</u>	7	7	1	<u>0</u>	<u>0</u>
Automobile/Automotive Mechanics Technology/Technician.	470604000)	<u>60</u>	<u>12</u>	<u>3</u>	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>
Business/Commerce, General.	520101000	<u>66</u>	<u>6</u>	<u>3</u>	<u>3</u>	1	<u>0</u>	<u>0</u>

5) At the top of the screen for each program area, you will see a variety of options. These options allow for easier printing of the participant information. This is especially useful for instructor verification of the two "technical skill" columns. Districts are encouraged to maintain a hard copy of the final submitted information for their records.

Make sure to read any directions provided at the top of the screen.

	Records 1 thru 25 of a total 100 Top Next Enter partial or complete last name Number of records to display per screen 25 Repeat headings every 10 rows Go											
	Update the shaded columns and click the Update Button. You must click UPDATE to save changes. The other battons do NOT save changes!											
		104	must ener	K OIDAI	E to save	Bosmane		40110136	ive changes	•		
Note: The 'Conc	entrator Evaluato	ed for Te	chnical S	kill Profic	iency' and	'Technical Sk	ill Proficient'	columns sh	ould be com	pleted o	only if the stude	ent was assessed
for technical sk	ill proficiency du	ring the								nd the st	udent was NO	T assessed for
			technica	l skill prof	iciency thi	is year, the ch	eck mark(s) s	hould be re	moved.			
Last Name	First Name		Local Student Number	Units This Year	Total Units	Concentrator	Tochnical	Technical Skill Proficient	Completer	Single Parent	Career Ed Student Organizations	

6) Selecting the "Enrolled" Column (in step 4) will show all currently enrolled district students that have been associated with the given program area, whether or not they are taking a course in the program during the current academic year. These lists are generated from the courses identified by the district as comprising the program (see Section 2: Update/approve Courses in a Program). All of the entries can be completed from this area. **Note: You must select "UPDATE" to save any changes!** The Update button is located at the top of the page:



- a. The two "units" columns are based on the Carnegie unit value of courses the student has completed. These totals typically need adjusted only if the following occur:
 - A course is added or removed in Section 2 after the student data in Section 3 has been populated by the Department (if this is the case, adjustments should be made to the "Units This Year" column).
 - ii. A student is new to the district, but has completed courses related to the program area previously (if this is the case, adjustments should be made to the "Total Units" column).

Local Student Number		Total Units	Concentrator	Technical Skill Proficient	Completer	Single Parent	Career Ed Student Organizations	
10320	1	1					None 🔽	Delete Student
8952	0.5	1.5	✓ Yes				None 💟	Delete Student
3680	0	1					None 💟	Delete Student

b. The "Concentrator" column will be pre-selected as "yes" for any student with at least 1.5 total units of coursework in the program. If adjustments to the total units have been made, a change in this column may be needed.

Local Student Number	Units This Year	Total Units	Concentrator	Lochnical	Technical Skill Proficient	Completer	Single Parent	Career Ed Student Organizations	
10320	1	1						None 💟	Delete Student
8952	0.5	1.5	✓ Yes					None 🔽	Delete Student
3680	0	1						None 🔽	Delete Student

c. The two "technical skill columns" should be reviewed for each student marked as a concentrator. If the student was evaluated for technical skill proficiency <u>during the current academic year</u>, select the check box in the "evaluated" column. If the student achieved the locally determined cut score for proficiency on the evaluation(s), select the check box in the "proficient" column. Again, these data should reflect the current academic year only.

Local Student Number	Units This Year	Total Units	Concentrato	Technical Skill Proficient	Completer	Single Parent	Career Ed Student Organizations	
10320	1	1					None 🔽	Delete Student
8952	0.5	1.5	✓ Yes				None 💟	Delete Student
3680	0	1					None 🔽	Delete Student

d. The "Completer" column will be pre-selected as "yes" for any student with at least 3.0 total units of coursework in the program (this matches the definition used for federal reporting). If adjustments to the total units have been made, a change in this column may be needed.

Local Student Number	Units This Year	Total Units	Concentrator	Concentrator Evaluated for Technical Skill Proficiency	Technica Skill Proficient	Completer	Single Parent		
10320	1	1						None 🔽	Delete Student
8952	0.5	1.5	✓ Yes					None 💟	Delete Student
3680	0	1						None 🔽	Delete Student

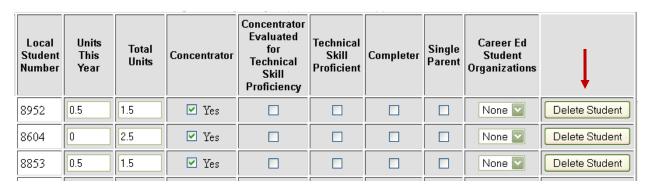
e. If the <u>student</u> is a single parent, check the box in the "Single Parent" column.

Local Student Number	Units This Year	Total Units	Concentrator	Concentrator Evaluated for Technical Skill Proficiency	Technical Skill Proficient	Completer	Career Ed Student Organizations	
10320	1	1					None 🔽	Delete Student
8952	0.5	1.5	✓ Yes				None 💟	Delete Student
3680	0	1					None 🔽	Delete Student

f. If the student was a member of a Career and Technical Student Organization (CTSO) associated with the program area, select the organization from the drop down menu. Note: Only those organizations associated with the given program area are included in the drop down options.

Local Student Number	Units This Year	Total Units	Concentrator	Lochnical	Technical Skill Proficient	Completer	Single Parent	Career Ed Student Organizations	
8952	0.5	1.5	✓ Yes					None 🔽	Delete Student
8604	0	2.5	✓ Yes					None 🔽	Delete Student
8853	0.5	1.5	✓ Yes					None 🔽	Delete Student

g. If a student is listed as being a part of a program, but should not be, the student can be removed by selecting the "Delete Student" button. If a student should be include, but is not, the student can be added by selecting the "Add new student to this Program" button located near the top of the page.





7) Selecting the "Concentrator" Column (in step 4) will show only those students that have been marked as a concentrator (i.e., those who have completed at least 1.5 units of coursework within the program). This might be an easier way to complete the two technical skill columns, which apply only to the concentrators evaluated during the current academic year. Note: If the "Units This Year" column shows "0," the student should not be listed as evaluated or proficient.

After completing the entries, remember to select "Update" to save the changes!

Local Student Number	Units This Year	Total Units	Concentrator	Concentrator Evaluated for Technical Skill Proficiency	Technical Skill Proficient	Completer	Single Parent		
257	0.5	2	✓ Yes					None 🔽	Delete Student
4	0	1.5	✓ Yes					None 💟	Delete Student
26	0	2	✓ Yes					None 💟	Delete Student
56	0.5	1.5	✓ Yes					None 🔽	Delete Student

If you have questions regarding this section, contact the CTE Consultant assigned to your region.

Region 1	Mary Ann Adams	515-281-4716	maryann.adams@iowa.gov
Region 2	Dale Gruis	515-419-4006	dale.gruis@iowa.gov
Region 3	Andy Wermes	515-281-8353	andrew.wermes@iowa.gov
Region 4	Pat Thieben	515-281-4707	pat.thieben@iowa.gov
Region 5	Andy Wermes	515-281-8353	andrew.wermes@iowa.gov
Region 6	Dale Gruis	515-419-4006	dale.gruis@iowa.gov
Region 7	Dale Gruis	515-281-4712	dale.gruis@iowa.gov
Region 9	Fidelis Ubadigbo	515-281-3080	fidelis.ubadigbo@iowa.gov
Region 10	Fidelis Ubadigbo	515-281-3080	fidelis.ubadigbo@iowa.gov
Region 11	Kelli Diemer Mary Ann Adams	515-281-3615 515-281-4716	kelli.diemer@iowa.gov maryann.adams@iowa.gov
Region 12	Pat Thieben	515-281-4707	pat.thieben@iowa.gov
Region 13	Linda Berg	515-242-5032	linda.berg@iowa.gov
Region 14	Linda Berg	515-242-5032	linda.berg@iowa.gov
Region 15	Jeanette Thomas	515-281-3636	jeanette.thomas@iowa.gov
Region 16	Jeanette Thomas	515-281-3636	jeanette.thomas@iowa.gov